Athletic Department Policies & Procedures

1. Academics:
A student-athlete must be passing (70% or above) all classes in which she is enrolled and she must have received a passing grade in a minimum of five one-credit courses from the previous quarter. If she is enrolling in the ninth grade for the first time she will be eligible for the first quarter regardless of her previous academic achievements. Summer school and other educational options may not be used to substitute for failure to meet the academic standards during the last grading period of the school year.

- If a student-athlete is failing (current quarter average below 70%), her parents and coaches will be notified by email by the assistant principal. A failing student-athlete will be placed on probation from the sport for one week. If the student-athlete did not have the opportunity to achieve a passing grade due to the nature of the class, the probation may be extended to two weeks. If the student-athlete is still failing at the end of the probationary period, she will be ineligible for participation in practices and/or contests until she is passing.

2. School Attendance:
A student-athlete must be in school the entire day in order to participate in practices, contests, or try-outs. She may not have been absent more than 5 days in any quarter during her sport season.

- A student-athlete may leave school to attend a doctor’s or dentist’s appointment, funeral, court, or take her driver’s license test provided she returns to school with a note from her appointment.
- Any other circumstances regarding school attendance must be discussed with the Athletic Director.
- For State-semi finals or State finals held during the day (2 hours or less away) attendance by students is subject to the specific arrangements made by the school administration. Those not attending the event are required to be in school.

3. Try-outs and Rosters:
A student-athlete must attend each and every day of try-outs. Exceptions can be granted by the Athletic Director. All rosters and roster changes must be pre-approved by the Athletic Director.

- When try-outs are not necessary, mandatory practices will begin on the scheduled try-out dates. The start dates for each sport are determined by the OHSAA, that start date will indicate the beginning of try-outs or the beginning of mandatory practices.

4. Practice and Contest Attendance:
Attendance at all practices and contests is mandatory.

- The coach should be informed prior to any absence from a practice and/or contest. Doctor’s and dentist’s appointments, funerals, and court appearances are excused absences from practices and contests as long as the Athletic Director is notified in writing.
- Please see the coach regarding any other absences. If the coach deems the absence excused, any consequences will be at the discretion of the coach. If the coach deems the absence unexcused, the student-athlete will sit out the next scheduled contest for each day of practice missed and the next two contests for each contest missed.
- Vacations are not excused absences. Fall sport athletes are expected to attend all practices and contests from the beginning of mandatory try-outs/practices until the sport season concludes. Winter sport athletes are expected to attend all practices and contests
during the Thanksgiving and Christmas breaks. Spring sport athletes are expected to attend all practices and contests during the spring break.

- GGCL Holy Week Policy: For all sports during Holy Week:
  - No practice or contests can be held after 4:00 p.m. on Holy Thursday and Holy Saturday.
  - No practice or contests can be held on Good Friday and Easter Sunday.
- During the week of semester exams, no contest can be held the day before the first day of exams, or during the first day of exams. A one hour non-mandatory practice may be held the second day of exams and a full practice schedule may resume the final day of semester exams. Practices and contests during the week of final exams will be determined by the Athletic Director.
- A coach must be present during all practices, open gyms, instructional programs and contests.
- A coach should not leave the practice or contest site until all of the student-athletes have left the site.

5. Uniforms & Equipment:
Uniforms and/or equipment will be issued to each student-athlete and must be returned to the Athletic Department at the conclusion of the sport. Uniforms will be purchased on a rotational basis and worn with pride for athletic contests only.
- The student-athlete is responsible for the proper care of any issued uniform and/or equipment. Each student-athlete is financially responsible for replacing or repairing any lost or damaged uniform or equipment. Awards will not be presented to the student-athlete at her banquet until all uniform pieces and equipment are returned to the athletic department. Also, transcripts, report cards and/or class schedules may be held until all uniform pieces and equipment are returned to the athletic department.
- Student-athletes must dress appropriately for practices and games. Wearing a sports bra without a t-shirt is inappropriate attire. No open side t-shirts.
- Uniforms and/or warm-ups are to be worn for contests only. They are not to be worn at practice or to school as spirit wear.
- Cleats may not be worn inside the building.
- Teams may order spirit items (t-shirts, sweatshirts, etc…). The total cost of the items may not exceed $50.00 and the item(s) must be pre-approved by the Athletic Director. Colors selected must conform to school colors.

6. Facilities

A. Locker Room:
All student-athletes must use a locker room or restroom to change clothes.
- Each student-athlete may be issued or may request to be issued an athletic locker and lock by the Athletic Director.
- Student-athletes are responsible for the care and cleanliness of the locker rooms. These areas are a reflection of their school and team pride.

B. Home Facilities:
Student-athletes and coaches are expected to treat all of our home facilities (on and off campus) with pride.
- Student-athletes are expected to share in the set-up and clean-up responsibilities for practices and contests.
- Coaches are to ensure that the cleanliness and condition of the facilities are maintained.
- The teams are responsible for decorating before and the removal of decorations after special events (i.e. parent night, senior night…).
C. Fitness Room:
The fitness room may be used by any “assessed” student-athlete and the rules and regulations of the room must be followed.

- Coaches may incorporate the use of the fitness room into their programs; however, each student-athlete must be assessed by a certified trainer; the members of the team can only utilize the fitness room when it is open; and the rules and regulations of the fitness room must be followed.

7. Boosters Organization: All parents/guardians of student-athletes are REQUIRED to do the following:

- It is the responsibility of the Boosters to raise the monies necessary to fund the athletic department and its expenditures because the McAuley High School Athletic Department is not funded by tuition monies.

- **REQUIRED**—Booster membership is required: First Sport-- $255, Second sport -- $105.00, Third sport -- $105.00
  EACH OF THE PRECEDING INCLUDE THE AWARD’S NIGHT FEE. MAXIMUM FAMILY BOOSTER FEE -- $465.00

- **REQUIRED**—Mix-or Match- Eight (8) magazine subscriptions/renewals or eight (8) packages of cookies.

- **REQUIRED**—Three (3) lotto tickets must be sold each spring by the student-athlete’s parents/guardians or a fee of $20.00 for each unsold ticket must be paid.

- **Optional:** Payout to fulfill all obligations (per family) – $435.00 (Does not include additional sport or second daughter fees or volunteer requirements, inquire with Athletic director for fees.)

- **REQUIRED**—Parents/guardians must volunteer at least 10 hours at various athletic department sponsored events. (Also includes—spirit shop, volleyball tournament, Booster Board member or Event Chair). Driving/transportation or providing team dinners are not included as Athletic Volunteer hours. Parents who choose not to work their volunteer hours will be charged $25.00 for each hour not worked. **Note—All sport parent/guardian must fill evenly all needed scheduled positions for the sport your daughter is involved (i.e.; gate, concession, table/scorekeeper, line judge etc.). NO MATTER WHAT VOLUNTEER HOURS ALREADY FULFILLED AT TIME OF SEASON.**

- **REQUIRED**—Student-athletes MUST work 4 hours at athletic department sponsored events and/or McAuction clean up. This must include the grade school Volleyball Tournament held at McAuley High School in January. (Volleyball players may be asked to work more time as they do the refereeing for the grade school volleyball tournament). Athletes DO NOT receive athletic department service hours for working the summer sports camps.

- **Athletic Volunteer hours or fundraising requirements not fulfilled will result in:**
  - Underclassmen reports cards will be withheld and athlete will not be able to tryout the following year for sports until hours are performed or buyout ($25 per hour not worked) is paid.
  - Seniors will have transcripts withheld until buyout ($25 per hour not worked) is paid.

- Donations that have been pre-approved by the McAuley Administration must be in the form of cash to the Boosters and the Athletic Director is responsible for the purchase of the item(s). The item(s) purchased become property of the McAuley High School Athletic Department.
8. Ohio High School Athletic Association (OHSAA):
McAuley is a division I, class AAA member of the OHSAA. McAuley abides by and supports the Constitution, By-Laws, and Sport Regulations of the OHSAA. This includes but is not limited to:

A. Student participation & physical examination forms:
   In order for any student-athlete to participate in athletics, she must have an OHSAA pre-participation physical form completed and on file with the Athletic Department prior to the first day of mandatory try-outs or practices. The physical is good for one year and expires one year from the date listed on the physical form. McAuley offers physicals in May for the upcoming school year.

B. Student eligibility:
   A student-athlete may not participate in a contest, or as an individual in the same sport she is participating in at McAuley. A student-athlete may participate in non-school competition prior to, and after the school season under the following conditions:
   i) The number of players from the same school on the squad is limited to 2 for basketball; 5 for soccer; 4 for softball; and 3 for volleyball. From June 1 through July 31 this restriction is not in effect.
   ii) A player may continue with a non-school team in a national qualifying tournament after July 31 until the team is eliminated from the national qualifying tournament but no later than Labor Day.

C. Videotapes:
   i) It is permissible for a school or a school representative to videotape or film regular season contests in which the school team is participating, but such videotape or film may not be used for coaching purposes until after the contest is completed.
   ii) It is not permissible for a school or a school representative to videotape or film regular season or tournament contests of other school teams without the written consent of all schools participating in the contests. Filming or videotaping of a potential opponent’s tournament game is prohibited.

D. Lightening and Inclement Weather
   Due to the fact that lightening is highly unpredictable, at the first sign of lightening or other threatening weather (thunder), the contest official shall suspend the competition until 30 minutes after the last bolt of lightening has been seen or the last sound of thunder has been heard. All contests suspended shall be resumed at the point of interruption. This applies to all practices/scrimmages/contests for McAuley athletics.

9. Greater Girls Catholic League (GGCL)
McAuley High School is a member of the Scarlet Division of the GGCL. McAuley abides by and supports the Constitution, By-Laws, and Sport Regulations of the GGCL. This includes but is not limited to:

   Contests:
   1. No bands may play while the game is in progress
   2. Wall signs in good taste are permitted. Run through signs are permitted only at the start of a contest
   3. Noisemakers, other than voice, are prohibited from in-door events.
   4. Food should not be taken to other schools.
   5. Special events such as parent night and senior night cannot exceed 10 minutes in length.
10. Alcohol and Drug Free-Training Policy

Each McAuley High School student-athlete must abide by all training rules regarding the use of alcohol, drugs, and tobacco and sign a pledge acknowledging this abidance. Parents/guardians of each student-athlete must also sign a pledge in support of their daughter’s agreement to abide by McAuley’s Alcohol and Drug Free-Training Policy.

- Student – Athlete Policy:
  
  As a participant in the McAuley Athletic Program, I agree to abide by all training rules regarding the use of alcohol, drugs, and tobacco. Chemical dependency is a progressive but treatable disease, characterized by continued drinking/drugging in spite of recurring problems resulting from that use. Therefore, I accept the pledge to abide by the training rules listed in the athletic handbook and others established by my coach.

  TO DEMONSTRATE MY SUPPORT, I PLEDGE TO:

1. Support my fellow student-athletes by setting an example and abstaining from alcohol, drugs, and tobacco use.
2. Not enable my fellow student-athletes who use alcohol/drugs/tobacco. I will not cover up for them, or lie for them if any rules are broken. I will hold my fellow student-athletes responsible and accountable for their actions.
3. Seek information and assistance in dealing with my own or my fellow student-athlete’s problems.
4. Be honest and open with my parents/guardians about feelings, needs, and problems.
5. Be open and honest with my coach and other school personnel when the best interest of my fellow student-athletes and my school are being jeopardized.
6. Support the alcohol and drug free training policy/program at McAuley High School.

CONSEQUENCES

Students of McAuley High School, who represent the school in leadership, athletic, performance, or competition roles (co-curricular activities) are expected to be exemplary role models and, therefore, are held to additional accountability during the period in which they are actively participating. All such participants will be subject to consequences for possession, use, dissemination, or being under the influence of alcohol or other substances prohibited by law either on or off school property, during school hours or out of school hours. In addition to the consequences for the general school population, the following consequences shall be implemented:

First Violation
Immediate loss of participation and leadership privileges in co-curricular activities for a period of time determined by the activity’s coordinator/director and the school administration.

Second Violation
Immediate removal from team/co-curricular activities for the remainder of the school year.

Third Violation
Immediate removal from team/co-curricular activities for the remainder of the student’s high school career at McAuley.
• Parent/Guardian Policy:
As a parent(s)/guardian(s) of a student-athlete participating in the McAuley Athletic Program, I/we will support my/our daughter’s agreement to abide by all the training rules, because chemical dependency is a progressive but treatable disease, characterized by continued drinking/drugging in spite of recurring problems resulting from that use.

TO DEMONSTRATE MY/OUR SUPPORT, I/WE PLEDGE TO:
1. Set a positive example by exhibiting responsible use of alcohol/drug/tobacco.
2. Heighten my/our awareness of my/our daughter’s behavior, psychological needs, social habits, and academic status.
3. Assert my/our authority as parent(s)/guardian(s) in supporting and guiding my/our daughter.
4. Provide support for my/our daughter if it becomes apparent a problem exists, by seeking information and assistance.
5. Not enable by covering up for my/our daughter if any training rules are broken. I/we will hold her responsible for her actions.
6. Assist the coach and other school personnel by providing information and support in dealing with my/our daughter.
7. Communicate to school personnel any knowledge or information of persons who are violating training rules and/or are in need of help.
8. Support the alcohol and drug free training policy/program at McAuley High School.

11. Harassment/Hazing Policy:
McAuley High School’s harassment policy forbids any form of offensive, unsolicited behavior which is directed to an employee’s or student’s race, gender, religious belief, nationality, disability or sexual orientation. Any verbal jokes, innuendo, propositions, or threats, non-verbal gestures, touching, assault, or the display or pictures or other visual material are forbidden under this policy.

Additionally, it is the policy of McAuley High school that no form of hazing or initiation into any group or team is permitted. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a risk of causing mental or physical harm to any person. All hazing incidents shall be reported to the principal.

Violation of this policy will not only affect one’s standing as an athlete, but may also subject the student to the high school’s code of conduct and any consequences that may arise due to such a violation.

12. Conduct:
All student-athletes and coaches must follow all school and athletic policies, rules and regulations.
• For student-athletes, disciplinary action may result from the Athletic Director, Assistant Principal and the Coaches.
• All coaches are required to sign and adhere to a McAuley High School Supplemental Contract for each sport they are hired to coach.
13. Collegiate Signings and Commitments:
If the opportunity arises for a college signing or commitment, please inform your coach and the Athletic Administration. Arrangements can be made for an official signing to take place at McAuley High School.

14. Parent-Guardian/Coach Relationship:
Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your daughters become involved in our program, you have a right to understand what expectations are placed on your daughter. This begins with clear communication from the coach of your daughter’s program.

Communication you should expect from your daughter’s coach:
1. Philosophy of the coach
2. Expectations the coach has for your daughter as well as the team.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning, etc.
5. Procedure should your daughter be injured during participation.
6. Discipline policies i.e. missed practices, missed games, absences and tardies. This includes team rules in addition to the School Code of Conduct.

Communication coaches expect from parents/guardians and student-athletes:
1. Concerns expressed directly to the coach first.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach’s philosophy and/or expectations.

As your daughters become involved in the athletic programs at McAuley High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you and your daughter wish. At these times discussions with the coach are encouraged.

Appropriate concerns to discuss with coaches:
1. The treatment of your daughter, mentally and physically.
2. Ways to help your daughter improve.
3. Concerns about your daughter’s behavior.

It is very difficult to accept your daughter not playing as much as you may hope. **Coaches are professionals.** They make decisions based on what they believe to be best for all students involved.

Issues not appropriate to discuss with coaches:
1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the
other’s position. When these conferences are necessary, the following procedure should be used to help promote a resolution to the issue of concern.

**Chain of command:**
The McAuley High School Department of Athletics, follows the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concerns you may have regarding the athletic program. The Athletic Department preference, of course, is that the student-athlete talk with their coach first.

1. Head and/or Assistant Coach
2. Athletic Director and/or Head Coach
3. Principal

**If you have a concern to discuss with a coach, the procedure should follow:**
1. Call the athletic director to set up an appointment with the coach at 681-1800 ext.1152.
2. Please DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
3. If discussion is required; this is between you, the coach and your student-athlete.

**The next step:**
What can a parent do if the meeting with the coach did not provide a satisfactory resolution?
1. Call and set an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this pamphlet makes both your daughter’s and your experience with the McAuley High School Athletic program less stressful and more enjoyable.

*It is our obligation to caution and warn you that by granting your daughter permission to participate in athletics there are certain risks of physical injury and/or death that can result from high school athletics.*

*All required forms and a Booster Membership must be completed, paid and on file with the Athletic Department prior to the student-athlete’s participation in her first athletic contest.*

The 2015-2016 required forms are:

- OHSAA Physical Form
- Emergency Medical Card
- Parent/Guardian Sign-Off Sheet
- Booster Membership Form

*Policies and procedures whether or not identified in the “Student-Athlete & Parent/Guardian Handbook” and in the “Coaches’ Handbook” may be revised or discontinued by the school administration at any time.*